



## Admission to Isle of Wight secondary schools for children due to transfer school in September 2013

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For September 2013 five secondary schools will be foundation/trust or academy status and one will be a voluntary aided Church of England and Catholic secondary school. Although these schools will be their own admission authority the Children's Services Authority (CSA) will support the independent admission processes of these schools. This section tells you about admissions to those schools – their names and addresses can be found in the booklet 'Educating your child'.

### Priority areas

The Isle of Wight is divided into geographical areas called priority areas (sometimes referred to as catchment areas). Each of these areas is served by a particular secondary school. In most cases, pupils living in a priority area have priority for places at the local school over those who live outside, **as long as their parents put that school down as one of their preferences AND make sure that we have received the application form by 4.30pm on 31 October 2012**. If you apply late, as some parents did last year, your child is not likely to obtain a place at their priority area school if it is already oversubscribed from applications received on time.

Further details of the individual school's priority area will be provided in the 'Educating your child' booklet and on the council's website. If you are not sure which your priority area school is, contact us at County Hall, Newport to find out.

### At what age does my child transfer to secondary school?

Your child will start:

- secondary school (Year 7) at the beginning of the school year following their 11th birthday (i.e. they must be 11 by 31 August 2013).

### How do I apply for a place at secondary school for September 2013?

If your child is due to transfer to secondary school in September 2013 you should:

- Complete the common application form enclosed with the booklet which will be sent to your child's current middle school and;
- Make sure that the form and any supporting evidence is received by us (not the school) by 4.30pm on 31 October 2012 at the very latest.

Alternatively you can:

- Apply on-line at [www.iwight.com/admissions](http://www.iwight.com/admissions)
- Make sure that your application is received by 4.30pm on 31 October 2013 at the very latest

- Any supporting evidence must also be received by 4.30pm on 31 October 2013 at the very latest.

Please note that we cannot accept responsibility for forms posted, or submitted on-line, which are not received by the closing date. We advise you to return your form in good time (**with the correct postage**) – **please note that postage is based on the size and weight of the envelope and may need to be weighed at the Post Office** and enclose a stamped addressed envelope so we can confirm it has been received in the School Admissions Office.

If you are applying for a school place on-line you will be sent confirmation by email that your application has been received.

### **Can I apply on-line for a school place for my child after the closing date?**

No further application can be made online after the closing date of 4.30pm on 31 October 2012 has passed. All further applications or change of preference information will only be considered after the closing date, if evidence of a genuine reason for the application/change of preference (for example because the family has moved area) is notified to the CSA in writing.

**If you are planning to move during the admissions process** we can consider your child for a place at a secondary school provided you can demonstrate that this is a genuine family relocation. Examples of suitable evidence of this include:

- A letter from a solicitor confirming that you have exchanged contracts on or before 31 October 2012 to buy a property on the Isle of Wight
- A tenancy agreement signed and dated by both the tenant and the landlord, confirming that you will be renting a property on the Island on or before 31 October 2012
- A letter from a housing association confirming the address and date that you will be living on the Island on or before 31 October 2012

**and** evidence that you will have sold, exchanged contracts for the sale or given up the tenancy of your previous home.

If you will be moving to the Island from the mainland this last requirement will be waived. However, should a move to the Island not involve the purchase or renting of a property i.e. if you will be taking up residence with a person who already owns or rents a property here, we will consider your application once your move to the Island has taken place.

If you are moving to the Island from the mainland and your child is to reside temporarily with friends on the Island, then, provided that the above requirements are met, your child will be treated as residing in the new home on the Island to which the evidence relates.

### **What address is used for school admissions purposes?**

The address you give on the application form must be the one on the Island where you and your child usually live i.e. in the case of admissions for September 2013 the relevant address will be where you and your child are living on **31 October 2012**.

The address of children who have parents with shared responsibility should be agreed by the parents. If no agreement can be reached then the address of the parent who is in receipt of the child benefit will be used by the Isle of Wight Council to establish the address of the child for school admission purposes.

**N.B Any attempt to seek admission to a school on the basis of an address other than the normal family home (even if the other property is owned or rented by you) will be regarded as providing false information and will be treated accordingly (see below)**

We cannot offer places based on a possible future address except in the limited circumstances set out below.

For children of serving UK Service Personnel and other Crown Servants, an official MOD, FCO or GCHQ letter declaring a relocation date and intended address to the area will be accepted as proof that the child will be living on the Island. If a letter declaring a relocation date and intended address is not available then the CSA will accept a unit postal address, or if appropriate a 'quartering area' address for applications from serving service personnel.

For your child to have priority for a place at a secondary school for September 2013, the completed application form and relevant evidence must be received by us by the closing date of 4.30pm on 31 October 2012 whether you send us a completed application form or apply on-line via our website [www.iwight.com/admissions](http://www.iwight.com/admissions).

If you are unable to supply the evidence in support of an admission application by our closing date your application will not be considered until such time as that evidence is received by the school admissions office.

### **How many schools can I state a preference for?**

You can state a preference for three secondary schools. It is important to consider naming your priority area school as one of your three preferred schools. If you do not do so, you may be offered a place at a school some distance from your home address if your three preferred schools are over subscribed and therefore we cannot offer you a place there. You should also make sure you put the schools you would most like your child to attend in priority order.

Remember that, by law, we have to consider applications we receive by the closing date first. If you apply later, even a day later, we will not consider your application until after we have considered all those we received on time, even if you live in the priority area of your preferred school.

### **What happens if I give false information to get a place at a school?**

We thoroughly check all applications. If we discover that you have used false information (such as an incorrect name, address or other details), after we have offered your child a place, we will withdraw that place.

### **How are places at a school allocated?**

Pupils with special educational needs who have a particular school named in their statement must be admitted to the school. For further information please contact the Special Educational Needs Section on (01983) 823410 or [SEN@iow.gov.uk](mailto:SEN@iow.gov.uk).

These children will be included in the admissions number of the school.

Further preferences for community and controlled schools will be considered by the Local Authority on the basis of the criteria listed below.

Preferences for the aided school and the foundation/trust schools will be considered by the school's governing body on the basis of the school's admissions criteria. After all your preferences have been considered and if more than one place can potentially be offered the single offer is for the school ranked the highest on your application form.

1. Children who are in the care of a local authority or children who were previously in care but immediately after being in care became subject to an adoption, residence or special guardianship order<sup>1</sup>.
2. Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes a particular school the most appropriate. (Any application for a place at a particular school for medical reasons must be supported by independent evidence supplied at the time of application confirming the reasons why attendance at the school is essential or that this school is most suitable and the difficulties that would be caused if the child had to attend another school);
3. Pupils living in the school's priority area who, at the time of application, have an elder sibling (brother or sister):
  - who is already at the school; and
  - who will still be in attendance at the school in September 2013
4. Other pupils living within the school's priority area;
5. Pupils living outside the school's priority area who, at the time of application, have an elder sibling (brother or sister):
  - who is already at the school; and
  - who will still be in attendance at the school in September 2013
6. Pupils living outside the school's priority area.

If there are more applicants than remaining places within any of the above criteria the home-to-school distance will be used as a tiebreaker with those living closer being offered places first.

**Example:** *If we can offer places at a school to pupils in the first five criteria, but there are not enough for all those children in criterion six, we will measure in a straight line using the local authority's Geographical Information System (GIS) from the centre of the building of the home address to the centre of the school building, with those living closest to the school receiving the higher priority.*

*In the event of a tie between two or more children when applying home to school distance as a tie breaker and where there are not enough places available to offer all those children a place at the school, a random allocation will be carried out by the Local Authority. This will be in the form of a "lucky dip" which will be overseen by an independent person from the Corporate Governance team. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.*

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<sup>1</sup> An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **What happens if I want to change my preference after the closing date?**

We recognise that some parents may wish to change their preferred school(s) after the closing date due to, for example, moving house. If you wish to do this you should write to the School Admissions Office at County Hall immediately. You cannot apply on-line for a change of preference after our closing date of 31 October 2012. Please remember, however, that your application will then be treated as late and children of parents who have applied for a place at a school by the published closing date will have priority for admission over those who change their preferences after the closing date. This means that, even though you may have moved into the priority area of a particular secondary school, your child may not get a place there if it is already oversubscribed. If this happens you can appeal and your child's name will be put on the waiting list for a secondary school.

### **When will I hear whether I have got the place I wanted?**

We will post the letter with the result of your application on 1 March 2013. (National offer day for England). If you applied on-line for a school place for your child the result will also be emailed to you.

### **My application has been refused - can I appeal?**

If we cannot offer your child a place at your preferred schools, you can appeal to an appeals panel which is totally independent of us. Enclosed with our letter, which tells you that there is no place available, will be a booklet which explains how to make an appeal. As well as making your appeal in writing, we recommend that you go to the appeal hearing to present your case. You can bring a friend to support you. The decision of an appeals panel is binding on us.

In exceptional circumstances, a second appeal may take place if the admission authority accepts a further application because of a significant and material change in the circumstances relating to either, you, your child or the school but has determined that the new application should also be turned down. As part of that appeal you may provide new evidence relating to the significant and material change in circumstances which could not have been introduced at the time of the original appeal hearing.

### **Can I put my child's name on a waiting list?**

Children refused a place(s) at their preferred school will be automatically placed on a waiting list unless you specifically request that this must not happen. This list will be held for at least one term in the academic year of admission or until the end of the school year, whichever is the latest. If you subsequently accept a place at an alternative school, you will be asked if you wish to remove your child from the waiting list at your preferred school. In July a form will be sent to you to complete and indicate if you wish your child's name to remain on the waiting list. If you do not return this form by 31 August 2014 your child will be removed from the waiting list.

Where your child is placed on the school's waiting list depends upon the oversubscription criteria set out on page 4. We do not give priority on a first-come first-served basis. If you apply late but live in the priority area, very close to the school, your child may go to the top of the waiting list or very near to it. Please

remember that your child's position on the waiting list can change, moving up and down as others join the list or are removed from it.

Children who are the subject of a direction by a local authority or who are allocated a place in accordance with the Fair Access Protocol will take precedence over those on a waiting list.

Waiting lists for September 2013 admissions will be established for the first time on 18 March 2013.

### **What happens if I move house after I have received the offer of a school place?**

If you have received a letter offering your child a place at your preferred school, and you then move house, you can keep that school place. Please remember, though, that you may be responsible for travel arrangements (including bus fares etc) to that school. If you would like to state a preference for a different school, please contact the School Admissions team immediately.

### **Fair Access Protocol**

The Local Authority has a "Fair Access Protocol" which prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year. The protocol will take priority above the school's admission policy for those on a school's waiting list and the LA may require schools to admit above their published admission limit.

### **Terms used**

#### **Admissions number**

The maximum number of children a school can give places to each year.

#### **Aided school**

A school owned by trustees of a charity or a church and mostly maintained by the Children's Services Authority (CSA), (The school governing body controls admissions and religious education, and also employs staff).

#### **Children's Services Authority (CSA)**

Referred to as we, us, our, the Isle of Wight Council.

#### **Common Application Form (CAF)**

The form which all parents must complete when applying for school places.

#### **Co-ordinated admission scheme**

Ensures that every child living on the Isle of Wight who is due to transfer school receives the offer of a place on 1 March 2013. The scheme gives clear communications on school admissions between the CSA, the foundation/trust, academy and aided schools.

#### **Distance**

Distance for the allocation of school places will be measured in a straight line by the local authority's Geographical Information System (GIS) from the centre of the building of the home address to the centre of the school building with those living closer to the school receiving the higher priority. If distances are equal (for example with a block of flats) lots will be drawn by an independent person to determine the allocation.

**Foundation/Trust/Academy**

The governing body controls admissions in these schools.

**On Line Admissions**

Parents can apply for a place for September 2013 via the Authority's website

[www.iwight.com/admissions](http://www.iwight.com/admissions)

**Option Zone**

A geographical area served by more than one school

**Parents**

A parent is any person who has parental responsibility for a child which is defined in the Children Act 1989 as all the rights, duties, powers, responsibilities and authority, which by law a parent of a child has in relation to the child and his property. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing the application form, and whose address will be used for admissions purposes.

**Priority area**

The geographical area that a school serves. The priority area you live in depends on your postcode and house number.

**Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.